

MEMORANDUM FOR: Chief, Recruitment Division

SUBJECT : Clerical Staffing Branch Annual Report
Fiscal Year 1969

Production Figures

1. Cases in process as of 30 June 1968
Applications received
New cases put into process
Rejects
Cancellations
Entered on duty
Resignation after EOD
 (Medical, Security or personal reasons)
Number remaining in process as of 30 June 1969
Employees in the Pool as of 30 June 1969
Detailed to White House
Detailed to Personnel

25X9

Assignments

DDP
DDI
DDS
DCI
DDS&T

2. Letters prepared and dispatched 9,608
Reproduction "Xerox" copies 883,264
Room reservations 681

EOD's reimbursed for travel 589
Total cost of travel reimbursement \$22,729.37
Overall average per person \$38.59

SSG's entered on duty 3
SSG's remain in process 5

~~CONFIDENTIAL~~

Approved For Release 2000/08/07 : CIA-RDP80-01826R000200160005-2

SUBJECT: Clerical Staffing Branch Annual Report - Fiscal Year 1969

"Summer Only" Program

Number of applications received	731
Requirements	452
Assignments	449
(Scheduled to EOD in July 1969)	
25X1A Entered on duty for [REDACTED]	24
Entered on duty for [REDACTED]	24

Activities during Fiscal Year 1969

(1) Fiscal Year 1969 was a difficult year from the standpoint of clerical shortages.

(2) As a result of a moratorium on the recruitment of clericals in November of 1967, the Agency suffered a critical shortage of clerical personnel during Fiscal Year 1968. In October 1968 an accelerated recruitment effort was initiated. We feel that the recruiters have done an exceptionally good job in a highly competitive labor market, as exemplified by the number of clericals now entering on duty. Hopefully - the shortage of clericals will be alleviated during Fiscal Year 1970.

(3) A few changes were made in the "Summer Only" program. Beginning with the 1969 summer employment program, dependents of employees under [REDACTED]

25X1C

[REDACTED] were not eligible to participate. Beginning with the summer of 1970, dependents of employees under any type of cover (nonofficial, [REDACTED] will not be eligible for the program.

25X1C

Approved For Release 2000/08/07 : CIA-RDP80-01826R000200160005-2

~~CONFIDENTIAL~~

GROUP 1
downgrading and
declassification

SUBJECT: Clerical Staffing Branch Annual Report - Fiscal Year 1969

(4) A new 3600 Xerox and Collater machine was installed in May 1969.

This machine reproduces 3600 copies per hour.

[REDACTED]
Chief, Clerical Staffing Branch

25X1A